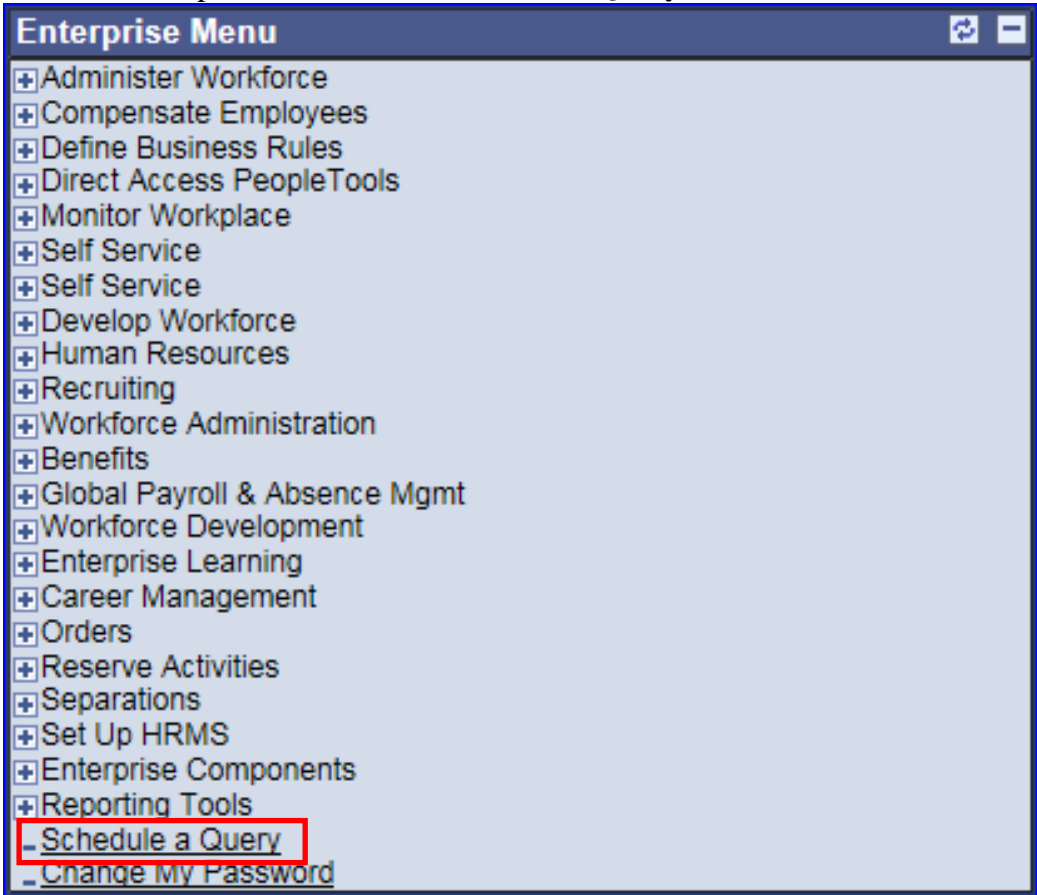


BAH/COLA Report

Introduction This guide provides the procedures for running the BAH/COLA Report in Direct Access. This report should be run regularly to identify specific entitlement errors causing over/underpayments. The user must have the CGHRS role to run this report.

Procedures See below.

Step	Action
1	<p>From the Enterprise Menu, select Schedule a Query.</p>  <p>The screenshot shows a window titled 'Enterprise Menu' with a list of HR functions. The functions are: Administer Workforce, Compensate Employees, Define Business Rules, Direct Access PeopleTools, Monitor Workplace, Self Service, Self Service, Develop Workforce, Human Resources, Recruiting, Workforce Administration, Benefits, Global Payroll & Absence Mgmt, Workforce Development, Enterprise Learning, Career Management, Orders, Reserve Activities, Separations, Set Up HRMS, Enterprise Components, Reporting Tools, Schedule a Query, and Change My Password. The 'Schedule a Query' option is highlighted with a red box.</p>

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BAH/COLA Report, Continued

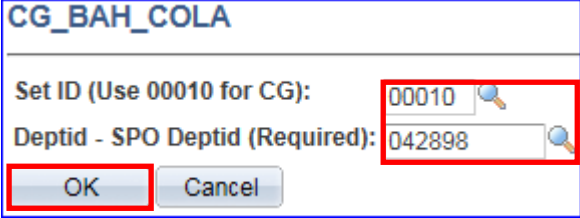
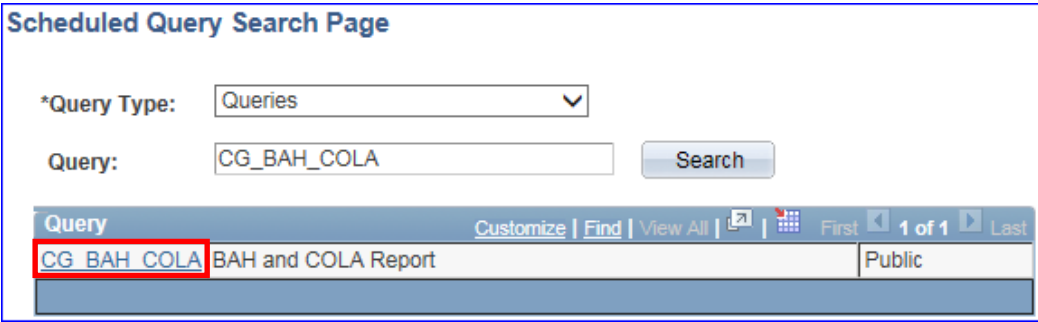
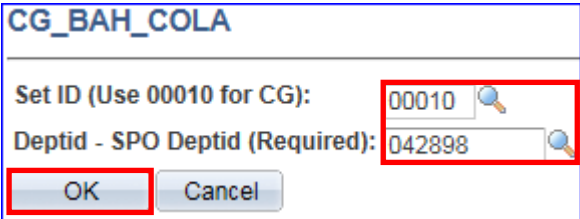
Procedures,
continued

Step	Action
2	<p>Click the Add a New Value tab.</p> <div><p>Schedule a Query</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Find an Existing Value</div><div>Add a New Value</div></div><p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p><p>Search by: <input type="text" value="Run Control ID"/> begins with <input type="text"/></p><p><input type="checkbox"/> Case Sensitive</p><div><div>Search</div><div>Advanced Search</div></div></div>
3	<p>Name the query something you will remember, then click Add.</p> <div><p>Schedule a Query</p><div><div>Find an Existing Value</div><div>Add a New Value</div></div><p>Run Control ID: <input type="text" value="ABC"/></p><div><div>Add</div></div></div> <p>Note: Once you establish/name this query the first time, you can use that name for future queries.</p>
4	<p>Enter CG_BAH_COLA in the Query Name field, then hit Search.</p> <div><p>Schedule Query</p><p>Run Control ID: ABC Report Manager Process Monitor <div>Run</div></p><p>Query Name: <input type="text" value="CG_BAH_COLA"/> <div>Search</div></p><p>*Description: <input type="text"/></p></div>

Continued on next page

BAH/COLA Report, Continued

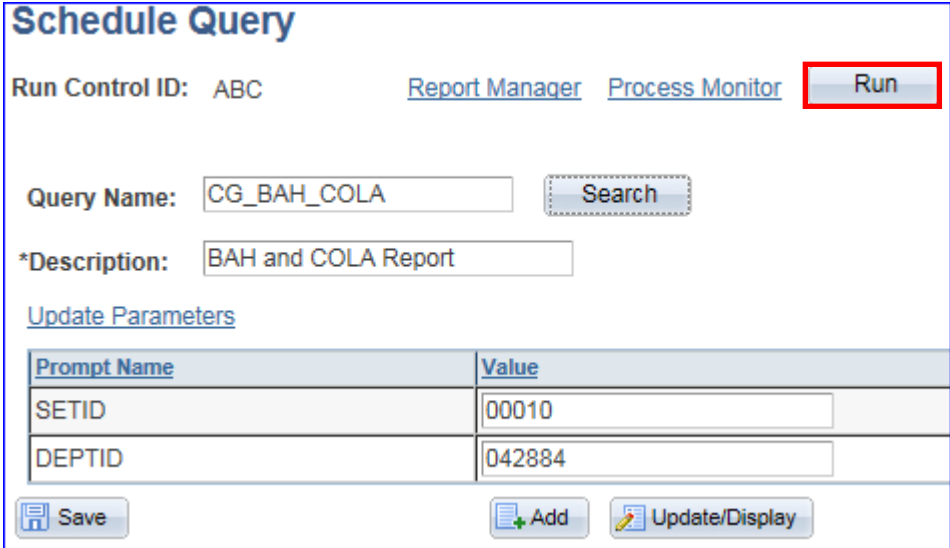
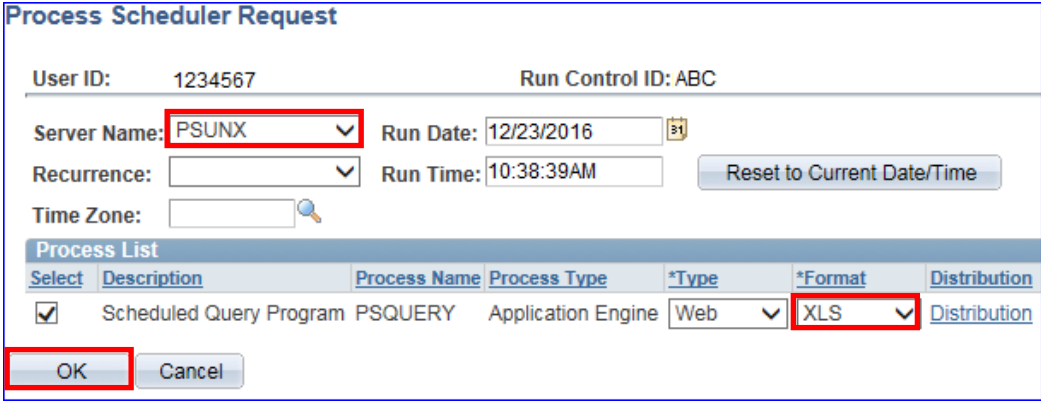
Procedures,
continued

Step	Action
5	<p>Enter 00010 for the Set ID and enter the SPO Deptid. Then click OK.</p> 
6	<p>Click on the CG_BAH_COLA link.</p> 
7	<p>Enter 00010 for the Set ID and enter the SPO Deptid. Then click OK.</p> 

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BAH/COLA Report, Continued

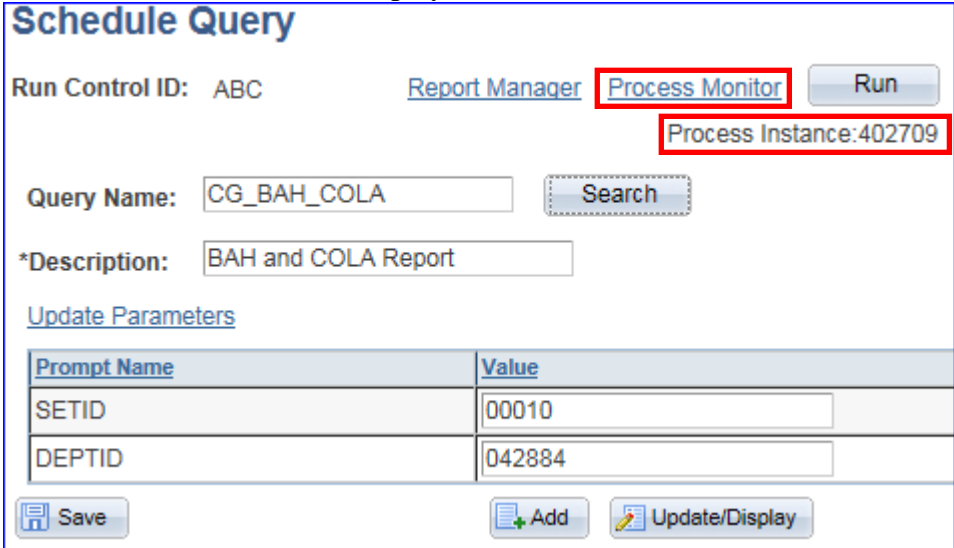
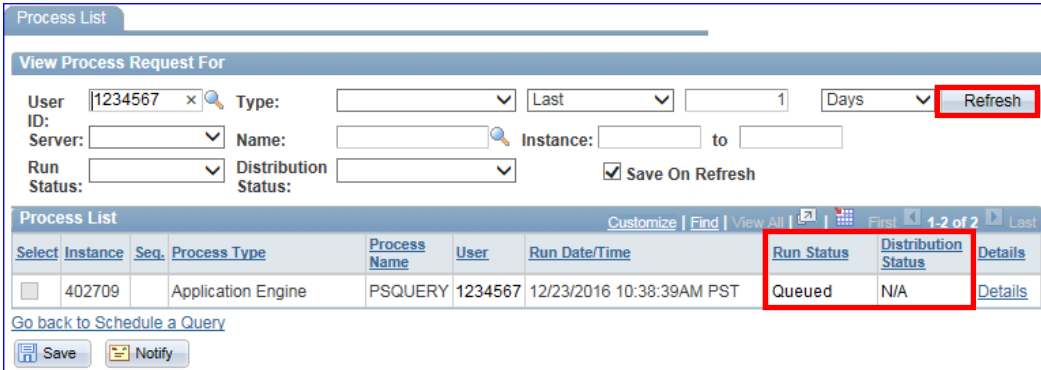
Procedures,
continued

Step	Action
8	<p>Click Run.</p> 
9	<p>Select PSUNX from the Server Name drop-down, change the Format to XLS, and then click OK.</p> 

Continued on next page

BAH/COLA Report, Continued

Procedures,
continued

Step	Action
10	<p>The Process Instance will display. Click the Process Monitor link.</p> 
11	<p>Click Refresh until the Run Status shows Success and the Distribution Status shows Posted.</p>  <p>Note: Depending on the size of the Dept ID, this could take a long time. Feel free to continue working on other things, returning periodically to check the status.</p>

Continued on next page

BAH/COLA Report, Continued

Procedures,
continued

Step	Action																				
12	<p>Once the Run/Distribution Status has updated, click the Details link.</p> <div><div>Process List</div><div><div>View Process Request For</div><div><div>User ID: 1234567</div><div>Type:</div><div>Last</div><div>1</div><div>Days</div><div>Refresh</div></div><div><div>Server:</div><div>Name:</div><div>Instance:</div><div>to</div></div><div><div>Run Status:</div><div>Distribution Status:</div><div>Save On Refresh</div></div></div><div><div>Process List</div><div><div>Customize</div><div>Find</div><div>View All</div><div>1-2 of 2</div><div>Last</div></div><table><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>402709</td><td></td><td>Application Engine</td><td>PSQUERY</td><td>1234567</td><td>12/23/2016 10:38:39AM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table><div><div>Go back to Schedule a Query</div><div><div>Save</div><div>Notify</div></div></div></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	402709		Application Engine	PSQUERY	1234567	12/23/2016 10:38:39AM PST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	402709		Application Engine	PSQUERY	1234567	12/23/2016 10:38:39AM PST	Success	Posted	Details												
13	<p>Click the View Log/Trace link.</p> <div><div>Process Detail</div><div><div>Process</div><div><div>Instance: 402709</div><div>Type: Application Engine</div><div>Name: PSQUERY</div><div>Description: Scheduled Query Program</div><div>Run Status: Success</div><div>Distribution Status: Posted</div></div></div><div><div>Run</div><div>Update Process</div><div><div>Run Control ID: ABC</div><div>Location: Server</div><div>Server: PSUNX</div><div>Recurrence:</div><div><div>Hold Request</div><div>Queue Request</div><div>Cancel Request</div><div>Delete Request</div><div>Restart Request</div></div></div></div><div><div>Date/Time</div><div>Actions</div><div><div>Request Created On: 12/23/2016 10:42:13AM PST</div><div>Run Anytime After: 12/23/2016 10:38:39AM PST</div><div>Began Process At: 12/23/2016 10:42:32AM PST</div><div>Ended Process At: 12/23/2016 10:42:46AM PST</div><div><div>Parameters</div><div>Transfer</div><div>Message Log</div><div>View Locks</div><div>Batch Timings</div><div>View Log/Trace</div></div></div></div></div>																				

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BAH/COLA Report, Continued

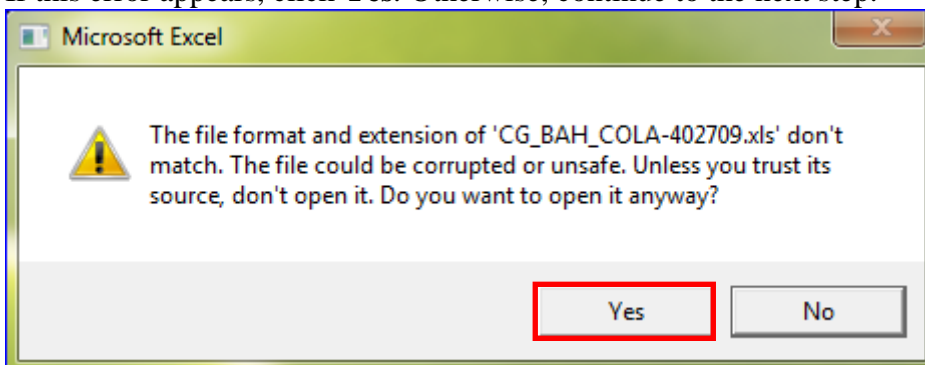
Procedures,
continued

Step	Action													
14	<p>Click the CG_BAH_COLA.csv link.</p> <div><p>View Log/Trace</p><p>Report</p><p>Report ID: 374408 Process Instance: 402709 Message Log</p><p>Name: PSQUERY Process Type: Application Engine</p><p>Run Status: Success</p><p>BAH and COLA Report</p><p>Distribution Details</p><p>Distribution Node: RPTNODE Expiration Date: 12/30/2016</p><p>File List</p><table><thead><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr></thead><tbody><tr><td>AE_PSQUERY_402709.stdout</td><td>276</td><td>12/23/2016 10:42:46.983404AM PST</td></tr><tr><td>CG_BAH_COLA-402709.csv</td><td>259</td><td>12/23/2016 10:42:46.983404AM PST</td></tr></tbody></table><p>Distribute To</p><table><thead><tr><th>Distribution ID Type</th><th>*Distribution ID</th></tr></thead><tbody><tr><td>User</td><td>1234567</td></tr></tbody></table></div>	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_402709.stdout	276	12/23/2016 10:42:46.983404AM PST	CG_BAH_COLA-402709.csv	259	12/23/2016 10:42:46.983404AM PST	Distribution ID Type	*Distribution ID	User	1234567
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Distribution ID Type	*Distribution ID													
User	1234567													
15	<p>This will appear. Click Open to view the results.</p> <div><p>Internet Explorer</p><p>What do you want to do with CG_BAH_COLA-402709.xls?</p><p>From: direct-access.us</p><div><p>→ Open The file won't be saved automatically.</p><p>→ Save</p><p>→ Save as</p></div><p>Cancel</p></div>													

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BAH/COLA Report, Continued

Procedures, continued

Step	Action																																																																																																																																																																										
16	<p>If this error appears, click Yes. Otherwise, continue to the next step.</p> <div></div>																																																																																																																																																																										
17	<p>The results will display in an Excel spreadsheet format.</p> <table><tr><th>ID</th><th>Last</th><th>First Name</th><th>BAH Qtr</th><th>BAH Eff Date</th><th>BAH Zip Code</th><th>Unit Zip Code</th><th>Spouse in Svc</th><th># Dep</th><th>Conus Cola Type</th><th>CCOLA Zip</th><th>OCOLA Reason</th></tr><tr><td></td><td></td><td></td><td>L</td><td>1/1/2016</td><td>99801</td><td>99801</td><td>N</td><td>1</td><td></td><td></td><td>Comp, Spendable Inc, Index Chg</td></tr><tr><td></td><td></td><td></td><td>L</td><td>12/5/2016</td><td>99501</td><td>99505</td><td>N</td><td>1</td><td></td><td></td><td>Promotion</td></tr><tr><td></td><td></td><td></td><td>G</td><td>1/15/2016</td><td>99619</td><td>99619-0033</td><td></td><td>0</td><td></td><td></td><td>Transfer</td></tr><tr><td></td><td></td><td></td><td>G</td><td>9/1/2016</td><td>99901</td><td>99901</td><td></td><td>0</td><td>Without Dep</td><td>94952</td><td>Promotion</td></tr><tr><td></td><td></td><td></td><td>L</td><td>9/1/2016</td><td>99835</td><td>99835</td><td>N</td><td>2</td><td>With Dep</td><td>10305</td><td>Transfer</td></tr><tr><td></td><td></td><td></td><td>D</td><td>11/25/2016</td><td>99615</td><td>99619-5000</td><td></td><td>0</td><td></td><td></td><td>Transfer</td></tr><tr><td></td><td></td><td></td><td>L</td><td>7/1/2016</td><td>99801</td><td>99801</td><td>N</td><td>2</td><td></td><td></td><td>Transfer</td></tr><tr><td></td><td></td><td></td><td>A</td><td>1/1/2016</td><td>99574-0300</td><td>99574-0300</td><td>N</td><td>2</td><td></td><td></td><td>Comp, Spendable Inc, Index Chg</td></tr><tr><td></td><td></td><td></td><td>A</td><td>1/1/2016</td><td>99619-0033</td><td>99619-0033</td><td>N</td><td>1</td><td></td><td></td><td>Comp, Spendable Inc, Index Chg</td></tr></table> <table><tr><th>OUTCONUS COLA</th><th>OHA Locality</th><th># OCOLA Dependents</th><th>Dept ID</th><th>Dept</th></tr><tr><td>OUTCONUS COLA With Dependents</td><td>AK077</td><td>1</td><td>8328</td><td>SEC JUNEAU CMD CENTER</td></tr><tr><td>OUTCONUS COLA With Dependents</td><td>AK005</td><td>1</td><td>8354</td><td>SEC ANCHORAGE INVESTIGATE DIV</td></tr><tr><td>OUTCONUS COLA W/O Dependents</td><td>AK089</td><td></td><td>2630</td><td>AIRSTA KODIAK CORDOVA DEPL</td></tr><tr><td>OUTCONUS COLA W/O Dependents</td><td>AK085</td><td></td><td>44183</td><td>BASE KET ESD (ESD)</td></tr><tr><td>OUTCONUS COLA With Dependents</td><td>AK145</td><td>2</td><td>4620</td><td>MSD SITKA</td></tr><tr><td>Partial COLA</td><td>AK089</td><td></td><td>780</td><td>CGC ALEX HALEY</td></tr><tr><td>OUTCONUS COLA With Dependents</td><td>AK077</td><td>2</td><td>8328</td><td>SEC JUNEAU CMD CENTER</td></tr><tr><td>OUTCONUS COLA With Dependents</td><td>AK025</td><td>2</td><td>6321</td><td>CGC SYCAMORE</td></tr><tr><td>OUTCONUS COLA With Dependents</td><td>AK089</td><td>1</td><td>614</td><td>CG AIRSTA KODIAK</td></tr></table>	ID	Last	First Name	BAH Qtr	BAH Eff Date	BAH Zip Code	Unit Zip Code	Spouse in Svc	# Dep	Conus Cola Type	CCOLA Zip	OCOLA Reason				L	1/1/2016	99801	99801	N	1			Comp, Spendable Inc, Index Chg				L	12/5/2016	99501	99505	N	1			Promotion				G	1/15/2016	99619	99619-0033		0			Transfer				G	9/1/2016	99901	99901		0	Without Dep	94952	Promotion				L	9/1/2016	99835	99835	N	2	With Dep	10305	Transfer				D	11/25/2016	99615	99619-5000		0			Transfer				L	7/1/2016	99801	99801	N	2			Transfer				A	1/1/2016	99574-0300	99574-0300	N	2			Comp, Spendable Inc, Index Chg				A	1/1/2016	99619-0033	99619-0033	N	1			Comp, Spendable Inc, Index Chg	OUTCONUS COLA	OHA Locality	# OCOLA Dependents	Dept ID	Dept	OUTCONUS COLA With Dependents	AK077	1	8328	SEC JUNEAU CMD CENTER	OUTCONUS COLA With Dependents	AK005	1	8354	SEC ANCHORAGE INVESTIGATE DIV	OUTCONUS COLA W/O Dependents	AK089		2630	AIRSTA KODIAK CORDOVA DEPL	OUTCONUS COLA W/O Dependents	AK085		44183	BASE KET ESD (ESD)	OUTCONUS COLA With Dependents	AK145	2	4620	MSD SITKA	Partial COLA	AK089		780	CGC ALEX HALEY	OUTCONUS COLA With Dependents	AK077	2	8328	SEC JUNEAU CMD CENTER	OUTCONUS COLA With Dependents	AK025	2	6321	CGC SYCAMORE	OUTCONUS COLA With Dependents	AK089	1	614	CG AIRSTA KODIAK
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18	<p>Sort the spreadsheet according to your needs. Some of the possible errors that could be identified are:</p> <ul style="list-style-type: none">• BAH Zip Code is different than Unit Zip Code• Spouse in Service column does not show Y for Yes for members that are married member-to-member (this includes non-CG branches)• Member has a BAH Qtr Status of L (with dependents), but shows 0 in the Number of Dependents column• Member has an incorrect CONUS COLA Zip Code• Member has incorrect OHA Locality																																																																																																																																																																										